

UNITED STATES DISTRICT COURT

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July 1, 2003

**NOTICE TO COUNSEL OF CRIMINAL JUSTICE ACT (CJA)
INTERIM PAYMENT PROCEDURES**

Effective **July 1, 2003**, if excess compensation is anticipated in a specific case for which counsel requests interim payments, written approval must be obtained from the chief judge of the Second Circuit before interim payments are made. Counsel may make an application to the district judge for interim payments when it is considered necessary and appropriate for a case. The CJA administrator will prepare and submit an order to the district judge for authorization for interim payments. When required per above, the order will be forwarded to the Second Circuit for approval. Interim payments, if approved, will be made at two-thirds of the claim amount. The final one-third of the claim amount will be included in the final payment for the case.